

RICHMOND POLICE DEPARTMENT



11-34
**TRAINING DIVISION
OPERATING MANUAL**

Chief of Police or Designee

11/20/2009

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ACADEMY OPERATING MANUAL

RICHMOND POLICE DEPARTMENT

TRAINING DIVISION

MISSION/PURPOSE: The Training Division will support the Richmond Police Department and its employees through the delivery of high quality training and personal and development opportunities which will enhance personal development and assist the department in reaching its goals.

The Training Division is responsible for a variety of training activities which include the following:

- Basic Recruit Training
- In-Service Training of Sworn Employees
- Instructor Certification and Recertification
- Firearms Training
- Firearms Re-qualification
- Specialized Training
- Remedial Training

The Training Division is also responsible for many other functions which include:

- Career Development Program
- Recruit Fitness Program
- Maintaining a Reference Manual provided by the Division of Operations
- Coordination of Academy space for meetings and special functions
- Department Weapons Maintenance Program
- Training Committee
- Academy Recertification

POLICY

It is the policy of the Richmond Police Department Training Division to provide proper mandated and in-service training to ensure that its members are kept up to date with new laws, technological improvements and revisions in departmental policy, rules and regulations.

Training has often been cited as one of the most important responsibilities in any law enforcement agency. Training serves three broad purposes. First, well-trained officers are generally better prepared to act decisively and correctly in a broad spectrum of situations. Second, training results in greater productivity and effectiveness. Third, training fosters cooperation and unity of purpose. Moreover, agencies are now being held legally accountable for the actions of their personnel and for failing to provide initial or remedial training.

The Richmond Police Training Division will ensure that all necessary paperwork and documentation are completed annually to maintain the proper records for the re-certification of the Police Training Academy.

The lesson plans, operating manuals, recruit manuals, mandate manuals and any other necessary operation manuals will be updated on an annual basis to ensure that the most current information is being presented at the Richmond Police Training Academy.

ATTENDANCE AND ABSENCE POLICY: GENERAL

The attendance and behavior of all Richmond Police employees will be conformed to as directed by Departmental General Orders (1-1, 4-7 & 4-1). In addition, attendance is taken daily, utilizing a copy of the classroom seating chart or class roster.

A class roster will be generated from the ACE database and printed for the instructor teaching the course. If a trainee needs to leave the training course for any reason (court, sick, etc) it will be documented on the ACE database roster for that training session. In the notes section of the roster, the instructor will document the training time that the trainee missed. It will be the trainee's responsibility to make up any and all training that is mandatory (as governed by the Department or DCJS).

During the training of recruits or dispatchers any training that is missed will be documented by the instructor on the ACE roster in the notes section. For that training there will be a log (Tracking missed classes sheet) kept with that particular class that will document the mandates that were missed and when the training was made up.

For all other training offered at the Richmond Police Training Division it will be noted on the ACE roster in the notes section if any part of the training was missed. If the training was missed and then made up at a later date/time then it will be noted within the ACE database in the trainee's training record. If a trainee does not show for the entire day of training it will be marked on the roster as N/S (no show) and documented on the roster that they did not attend training that day.

Richmond Police Academy Facility

The Richmond Police Academy is a state-of the-art facility encompassing millions of dollars in equipment and resources. This policy will ensure that proper accountability is provided for this facility. If there is training conducted by or through the Richmond Police Training Academy there will be communication devices available to the instructors (i.e.: cell phone) if the training requires the participants to go off site (i.e.: to Caroline County range or a driving range facility).

Garage Entry System

The covered garage located at the Academy has limited parking available. This area is reserved for Senior Management, authorized staff, approved specialized vehicles and Academy vehicles. All other vehicles parked in this area must have prior approval from the Chief of Police or his designee. Requests for approval must be made in writing to the Officer-In-Charge of the Training Academy.

Key Entry Alarm Access

Key entry and alarm access is restricted to Academy personnel and those persons approved by the Chief of Police or his designee. Requests for approval must be made in writing to the Officer-In-Charge of the Training Division.

Alarm access to the vault located at the Academy will be approved by the Officer-In Charge of the Training Division.

The Officer-In-Charge of the Training Academy will maintain a log of all individuals who have access to the garage and building.

Police Training Academy **Building Usage Policy**

POLICY: The Richmond Police Training Academy is available to eligible organizations for meetings and training whenever possible. However, the primary function of training and developing Richmond Police personnel cannot be adversely impacted by such facility usage.

ELIGIBLE ORGANIZATIONS:

=> **LAW ENFORCEMENT ORGANIZATION:** Any law enforcement organization that is recognized by the Department of Criminal Justice Services and Federal law enforcement agencies are eligible to use the facility.

=> **COMMUNITY ORGANIZATIONS:** Organizations and community groups working in partnership with the police to improve the quality of life in the City of Richmond.

=> **CITY AGENCIES:** Any Department or division of the City of Richmond after being approved by the Chief of Police, Deputy Chief of Administrative Services or the Academy Director.

=> **IN-HOUSE:** Any division, operation or detail of the Richmond Police Department.

REQUEST FOR ROOMS AND ACCOMMODATIONS: All requests for rooms and accommodations must be received by the Richmond Police Academy thirty (30) days in advance of intended date of usage.

Space may be reserved by In-House organizations by telephone. These groups will be accommodated whenever possible. The request should be made at least one week in advance of intended usage.

OPERATING HOURS: Academy hours are 0700-2100 hours, Monday through Friday. All classes or meetings (including the set-up and clean up period) must fall within this time frame.

EQUIPMENT: The Academy is equipped with audio visual aids. Aids needed for a particular class or meeting must be listed in the original request letter. The Academy will not provide outside organizations with supplies such as writing instruments, paper, flip charts, etc. The Training Division will ensure that the proper first aid equipment is accessible to all trainees in cases of emergencies.

MULTI-JURISDICTIONAL SCHOOLS: Outside Law Enforcement Agencies requesting space for multi-jurisdictional schools must submit a detailed description of the course(s) to be taught. The agency will be notified upon approval by the Deputy Chief of Administrative Services or by the Academy Director.

LOGISTICS: All organizations must provide for set-up, break-down and clean up after each session. Failure to abide by or conform to any of the aforementioned policies and procedures may result in the suspension of academy usage privileges.

LIBRARY: The Richmond Police Training Division has a library located in the building which provides a representative sample of resources for subjects taught and includes current applicable sections of the Code of Virginia. This information is available to all students and faculty.

Police Training Academy

Conduct Policy

General Rules of Conduct

In keeping with the Richmond Police Department's tradition of high standards and professionalism, the following rules shall be adhered to by all persons using the facility and shall apply during all training sessions and academy visitation

=:> Dress Code -Casual business attire and grooming standards appropriate for a normal working situation will be required during classroom training sessions. (No shorts, sandals, blue jeans, sleeveless shirts, or shirts without collars allowed.) Clothing that promotes racism, sexism, profanity and other derogatory language is prohibited.

=:> Parking -All parking will be on the upper deck in the rear of the building. The front parking lot and street parking will be used when the upper rear deck lot is full.

=:> Telephone Use -The Training Academy telephone number is (804) 646-6117.

=:> Pagers/cell phones -It is preferable that all pagers/cell phones be set to the "vibrate" mode. All non-emergency calls should be returned only during breaks.

=:> Messages -All non-emergency messages will be placed on the front reception desk. All students are asked to inform their office that they can be reached while at the Academy at 646-6117.

=:> Weapons -Weapons should be worn in such a manner so as not to damage seats and furnishings.

=:> Food and Drink -No food or drink is allowed in any classroom without prior approval. Vending machines, coffee, soft drinks, juice, snacks and a microwave oven are located on the third floor. All drink and food products must be consumed in this area.

=:> Tobacco Products -The use of tobacco products of any kind is prohibited at the Training Academy. (This includes smokeless tobacco products.) Smoking will be limited to the exterior portion of the building. All cigarettes are to be disposed of properly.

=:> Classroom -All students will report promptly to classes. This will include returning from lunch and any break time.

Gym, Racquetball and Fitness Center

Rules and Regulations

Purpose -These rules will establish procedures and guidelines for all police officers, civilian employees and guests as approved by the Chief of Police or his designee while using the Richmond Police Department's Training Division Gymnasium, Racquetball Court and Fitness Center facilities. All guests must sign a waiver form before using the facilities. These waiver forms are available in the staff office.

Policy -Police officers and civilian employees of the Richmond Police Department are authorized to use the training facilities at the Academy. Spouses and children eighteen or older are allowed to use the facilities, provided a waiver form has been signed.

Caution -Participation in recreational programs and fitness activities involves an inherent risk of physical injury. It is advisable for each participant to be medically cleared by a physician prior to pursuing a fitness program.

Injuries -All injuries occurring inside this facility should be reported to the Training and Development Staff immediately.

Priorities Of Usage -The priority for use of the gymnasium, racquetball court and fitness center will be as follows:

- 1 -Organized fitness programming for recruit officers.
- 2- Intramural Sports Activities.
- 3 -Unorganized recreation programs for incumbent officers and civilian employees.
- 4 -Unorganized recreation programs for recruit officers.
- 5 -Special events (Health and Fitness Seminars).

Misconduct -The usage of the gymnasium, racquetball court and fitness center is a privilege. Failure to adhere to posted rules and regulations will result in administrative actions, including cancellation of your privileges to use any of the Athletic Facilities in the Police Academy.

Dress Code -Cut-offs, shorts with rivets, buttons, zippers, large snaps on the exterior of the clothing, or belt loops are prohibited. Clothing that promotes racism, sexism, profanity and other derogatory language is prohibited.

Locker Room -Lockers are for daily use only. You must supply your own lock. All unauthorized lock(s) will be cut off and all contents will be logged in at the Property and Evidence Section. The locker room is equipped with weapon security boxes. Use these security boxes to store your service weapon while exercising. You can gain access to the locker rooms by using your issued locker room key. Keep the locker room doors locked at all times. Telephones in locker rooms are for business calls only.

Lounge Area -This area is located on the third floor of the Training Division complex. This is the only area where food is always allowed. This area is to be kept clean.

Racquetball Court

All persons will wear tennis shoes while using the racquetball facility. Street shoes are strictly prohibited. Eye protection should be worn at all times while using the courts. During peak hours or if another group is waiting, court time is limited to one (1) hour. It is advisable to make reservations at least one day in advance to ensure court time. Smoking, eating and drinking are prohibited in the racquetball area.

Gymnasium Area

This multi-purpose facility is used for basketball, volleyball, aerobic dancing, defensive tactics, etc. The appropriate court shoes are recommended to reduce injuries. Street shoes are strictly prohibited. All equipment used must be returned to its original storage place. No equipment will be removed from the training building without staff approval. In the event that more than one group wishes to use the gym at the same time, every effort will be made to share; i.e., half court instead of full court games. Smoking, eating and drinking are prohibited in the gym.

Fitness Facility

All users are asked to have a towel to work-out in this facility to wipe perspiration from the equipment. All persons will wear tennis shoes while in this area. Street shoes are strictly prohibited. Use of any of the fitness facility equipment is prohibited unless the individual has participated in an orientation on proper use of equipment and other safety issues. Smoking, eating and drinking (other than water) is prohibited in the fitness facility. To reduce the risk of injury, a partner is required when using the heavy free weights.

Care will be exercised to avoid dropping weights on the floor. The slamming of weights is prohibited. No equipment will be removed from the fitness room. Weight plates will not be leaned against a wall at any time. Each user is responsible for returning the plates to the storage tree.

The use of aerobic equipment --rowers, stair climbers, tread mills and stationary bikes is limited to 30 minutes if there is anyone waiting to use the equipment.

Indoor Range

Rules and Regulations

Purpose -The Academy has a state-of-the-art indoor firearms range. This policy will ensure that the range is made available to all members of the Department in a way that meets the varied needs of the Department.

Policy -Any Richmond police officer may use the range during academy operating hours as long as the range is not scheduled for other training activities and provided that all procedures are followed.

Usage Procedures

1. Any officer using the range must complete a range orientation class and sign a policy sheet.
2. At least one other Richmond police officer must be present with the officer while on the range.
3. Both officers must check-in with the Range Master before entering the range. The Range Master will ensure that all rules are followed and will issue ammunition. It is recommended that the Range Officer is called at least a day in advance to reserve range time.
4. Only one officer may shoot at a time. The second officer acts as a safety officer and coach.
5. Only police service weapons and ammunition will be fired on the range unless prior approval is received from the Range Master.
6. Upon completion of firing, clean the firing position. Return eye and ear protection to the cabinet.
7. If an officer has shot less than 80 in the past two years, their coach must be a firearms instructor.
8. Those officers who have shot below 80 in the past two years are encouraged to schedule practice time with academy firearms instructors.

General Safety Procedures -For the safety of all persons using or present on the Department ranges, the following rules must be strictly observed at all times.

1. Treat every firearm as if it were loaded.
2. Eye and ear protection will be worn while in the range area.
3. On the range, weapons shall remain empty and snapped in the holster at all times, unless actually engaged in firing or unless a command to draw, bench, or fire has been received.
4. Always double check to make sure the firearm is unloaded before starting a training exercise. Check the barrel for obstructions. If a weapon should be dropped during training, always unload and check the weapon for damage.

5. All loading and charging will be done either on line or in the ballistic cabinet with the handgun pointed in a safe direction.
6. Never anticipate a command on the range at any time. Do not go forward of the firing line unless it has been cleared and you have received instructions to go forward.
7. When on the line, insure that the weapon is pointed downrange when loading and/or decocking.
8. If it is necessary for anyone to carry or bench a weapon, it shall be empty and the action open.
9. There shall be no unnecessary conversation while on the firing line.
10. In case of a misfire, keep the muzzle pointed toward the target for at least ten seconds before opening the cylinder or action.
11. In case of a 'squib' load or unusual sounding shot, cease fire, wait for at least ten seconds and examine the barrel for obstruction.
12. While using the weapons cleaning room, all weapons will be clear and unloaded.
13. When cleaning is completed, properly dispose of your trash and clean your work station.
14. Remember to wash your hands.
15. No smoking is permitted at the indoor range facility.
16. Horseplay or unnecessary noise in the range area is prohibited.
17. Draw ammunition and reload before leaving the range area.

Outdoor Range

Purpose -The Caroline County acre lot is utilized as an outdoor range facility. Approximately ten (10) acres of that area are being used to conduct training. The remaining acreage is wooded swamp land that is not currently being used for training. All requests to use the outdoor range will be made through the Range Master for scheduling.

TRAINING OUTSIDE AGENCIES

The Richmond Police Department will work with other law enforcement agencies and if possible will assist in the training of their personnel. Members of other jurisdictions will be allowed to participate in training sponsored by the Richmond Police Department if there is available space and if their attendance will not disrupt training. This training will be offered at no charge to outside agency if possible. This assistance will be consistent with Richmond Police Department General Order 104-8, Cooperative Functions with other Law Enforcement Agencies.

There are times when employees attend training at other Training Academies. If the training that the personnel receives at the other facility is given training credit by DCJS, it is the responsibility of that training officer to bring the appropriate paperwork back with him/her to the Richmond Police Department Training Division to document that they attended the training.

OUTSIDE TRAINING PROGRAMS

It is the policy of the City of Richmond to reimburse all legitimate and necessary expenses incurred while traveling on City business. It is the responsibility of each department to ensure that budgetary requirements are met prior to spending funds for travel. Employees traveling on City business must have authorization from a designated official of the department. When it is necessary for an employee to attend a training program outside of the Richmond Police Department, it is the responsibility of the employee to attain necessary approval from their immediate supervisor. All travel authorizations shall be made in accordance with the City of Richmond Travel Policy (A.R. 6.4, 7/1/2007).

The facilitation of outside training is not a function of the RPD Training Division. Travel forms must be completed within the times specified within the policy and must be authorized by designated officials of the department. It is the responsibility of the traveler and the authorizing official to ensure that the best possible rates are obtained when traveling on City business.

It is the responsibility of the traveling employee to submit a PD-17 Employee Training Course Completed form upon their return to the Training Division as set forth in General Order 805-02, Mandated and In-Service Training.

Records Maintenance

The Richmond Police Training Division policy for the retention and destruction of records is governed by the policy established by the Virginia State Library and Archives. The Richmond Police Department recognizes that the Department of Criminal Justice Services is not responsible for the retention or destruction of records and that the decision is the sole responsibility of the academy. The Richmond Police Department further understands that the Department of Criminal Justice is not a repository for individuals seeking records and that the Police Department should assist these individuals when required.

If personnel attend training (either mandatory or voluntary) at the Richmond Police Training Division the ACE database will be updated with that information. There will also be a folder kept on file (in accordance with DCJS and the Virginia Library) at the Training Division that documents the training that the personnel received. If personnel attend training outside of the Richmond Police Training Division, it is the responsibility of the trainee to provide the academy staff with the appropriate paperwork. The documentation will be placed in the personnel's training folder located at the academy.

Records Maintenance System

- **Recruit Class Master File:** A master file will be kept for each recruit class. The file will include all records that pertain to the class as well, a copy of the lesson plan that was used for the class, and the performance of individual attendees as measured by test, whenever applicable.
- **In-Service Master File:** A master file will be kept for each in-service session. The file will include all records that pertain to the in-service session, a copy of the lesson plan that was used for that session of in-service training and the performance of individual attendees as measured by test, whenever applicable.
- **Computerized Lesson Plan System:** All lesson plans for recruit training and in-service training will be maintained on the academy server. When an instructor updates their lesson plan they will update the server and produce a hard copy of the lesson plan. This will be maintained by the appropriate Training Sergeant.
- **Records Accountability:** All lesson plans are to be stored in a file cabinet with access restricted to Training Academy staff.
- **Records Disposal:** All records will be maintained in accordance with the policy and procedure set forth by DCJS.

PERSONNEL

CAPTAIN

The Captain assigned to the Training and Development Division is designated the Officer-in-Charge (OIC) of the Academy and is also designated by the Department of Criminal Justice Services as the Academy Director.

The Captain shall be the responsible for ensuring that all mandated training standards for recruits and in-service employees are met on a yearly basis and that all required documentation is completed and maintained. The OIC is responsible for overseeing all activities and for ensuring that all items in the Department Work Plan relating to the Training Academy are addressed during the year.

The OIC shall oversee the Academy Budget. All funds will be spent in accordance with the goals and objectives of the Richmond Police Department and the Police Training Division.

The OIC is responsible for contacting the Department's Safety Officer on or about July 1 of each year. The Safety Officer will be asked if he or she has personal knowledge that the contract doctor is familiar with the job description for a City of Richmond Police Officer. If the answer is no, the HR Director will be notified to correct the problem.

The OIC shall oversee the maintenance and upkeep of the Training Academy facility. The Training Academy is a multi-million dollar, state-of-the-art facility which must have constant attention to maintain the usefulness of the facility.

The OIC is responsible for attending all relevant meetings to ensure the Academy is supporting the Department's efforts.

Under the supervision of the OIC are one (1) Lieutenant, three (3) Sergeants, seven (7) Training Officers, one (1) Administrative Assistant, one (1) Office Support Specialist, and all Recruits attending the Academy.

LIEUTENANT

The Lieutenant assigned to the Training and Development Division is designated the Executive Officer (XO) of the Academy. The XO shall assist the OIC in all of his or her responsibilities.

The XO shall be responsible for all administrative functions as determined by the OIC to include but not limited to:

- Creating the monthly Roll Call Training
- Disseminating all administrative forms (Rules & Regulations etc.)
- Maintaining all leave records and shall approve / monitor all overtime requests and usage
- Conduct bi-monthly inspections of personnel
- Schedule all meetings and requests for classroom usage

TRAINING SERGEANT (IN-SERVICE COORDINATOR/USE OF FORCE COORDINATOR/FIREARMS & TACTICAL TRAINING)

The Training Sergeant who acts in the capacity of In-Service Coordinator is responsible for all training delivered to in-service personnel. The major component of this training is the State Mandated 40 Hour In-Service Training. In order to meet this requirement, the Training Division conducts In-Service Training annually.

The In-Service Supervisor will ensure that the following tasks are completed by the training coordinators:

- Develop and prepare the curriculum for each in-service session, ensuring that all DCJS mandated subjects are properly covered
- Submit the curriculum to the Academy Director for approval 30 days prior to the commencement of each session and send an email to the DCJS field representative notifying him/her of the dates of training
- Maintain all records pertaining to in-service training
- Establish class dates and times for each in-service instructor
- Schedule and notify all department members who are to attend
- Submit the appropriate certification forms to the Department of Criminal Justice Services for officers attending
- Research and develop lesson plans that address the needs of the department, administration and current issues regarding Use of Force
- Use of Force lesson plans are researched and updated twice a year
- Develop practical exercises for sworn department members to reinforce the training objectives of Use of Force
- Coordinate the scheduling of all sworn members of the police department to attend Use of Force training twice a year
- Maintain appropriate records of all sworn personnel who attended the Use of Force Training
- Oversee the firearms training program and make sure that personnel are attending firearms qualifications

The In-Service/Use of Force Training Sergeant is responsible for a variety of other activities.

The In-Service Sergeant will:

- Supervise assigned officers
- Assist in the development of new or revised training programs
- Research, prepare and update lesson plans
- Provide instruction to recruit, use of force and in-service personnel
- Serve as a role player or evaluator in various training exercises

TRAINING SERGEANT (CAREER DEVELOPMENT COODINATOR/BUILDING MAINTENANCE COORDINATOR/)

The Training Sergeant who acts in the capacity of the Career Development Coordinator is responsible for management of the Department's Career Development Program. The Career Development Coordinator will:

- Develop all forms to be used to facilitate the application and implementation phases of the program
- Verify and maintain all documentation required for admission into the Career Development Program
- Provide individual reports, without prejudice, to the OIC of the Training Division. Reports will be based on the application and subsequent verification of all information from each candidate, so that the OIC of the Training Division can make a recommendation to the Chief of Police
- Work with the Personnel Administrator to develop curriculum for the necessary training classes, including the orientation of all personnel
- Arrange for instructors necessary to provide the training required
- Maintain a database which will include up-to-date records of all personnel who have been accepted into or are applying for acceptance into the Career Development Program
- Assure consistency and uniformity in the application and interpretation of Career Development Program guidelines
- Provide orientation in the Career Development Program to all new recruits

The Career Development Sergeant has a variety of other tasks. The Career Development Coordinator will:

- Supervise assigned officers
- Assist in the development of new or revised training programs
- Research, prepare and update lesson plans for EVOC and FTO
- Provide instruction for recruit and in-service personnel
- Assist in the development of written tests
- Assist in the development of performance tests
- Serve as a role player or evaluator in various training exercises
- Coordinate the daily up keep of the facility as well as long term maintenance

TRAINING SERGEANT (BASIC RECRUIT SCHOOL COORDINATOR)

The Training Sergeant who serves in the capacity of the Basic Recruit School Coordinator is in charge of all phases of recruit training. Prior to the commencement of each session of a recruit school, the Recruit Training Sergeant is responsible for planning and preparing the class curriculum and submitting it for certification by the Department of Criminal Justice Services. Throughout the duration of the session, the Sergeant monitors the progress of the class as a whole and of each individual recruit. The Sergeant is responsible for overseeing all testing and ensuring that all class records are properly maintained. The Sergeant shall maintain all recruit leave records.

The Recruit Training Sergeant is responsible for the direct supervision of all Police Recruits and the police officers who are assigned as Recruit Training Officers.

In addition to the above mentioned duties, the Recruit Training Sergeant is responsible for a variety of other activities. The Recruit Training Sergeant will:

- Direct supervision of the Training Officer assigned as the Recruit Class Coordinator.
- Implementation of the Training Curriculum as submitted by the Training Committee.
- Submit required paperwork to DCJS regarding recruit training.
- Assist the Class Coordinator with the physical training and testing of the recruit class.
- Assist the Class Coordinator in the Review of Lesson Plans.
- Handle administrative functions for the recruit class to include payroll, leave records, injury reports, and termination packets.
- Submit purchase request for necessary materials required by the recruit class.
- Coordinate recruit graduation.
- Audit recruit classes.
- Counsel recruits.
- Conduct investigations regarding any alleged misconduct by recruits.
- Assist in the instruction of recruits.
- Administer the test review prior to a recruit taking the third test.
- Assign homework and projects to the recruit class.
- Evaluate recruit projects and presentations.
- Review assigned homework.
- Instruct recruits in various subject matters.
- Support the class Coordinator in the execution of his/her duties.
- Sit on the Disciplinary/Academic Review Board for the recruit class.
- Address and recommend corrections to any deficiencies observed in the training program.
- Attend training committee meetings – as time permits.
- Supervise assigned officers.
- Attend the Command Staff Monday Morning Meeting and Target Review in the absence of the OIC of the Training Division or Training Lieutenant.

TRAINING OFFICERS/COORDINATORS

The development of proper discipline, motivation, personal and professional skills necessary for a successful career in law enforcement has its inception at the Training Academy. The duties and responsibilities of the Police Officers assigned to the Training Division are many, but it is vital that the Police Officers assigned to the Training Division project the proper image for police recruits in order to instill those characteristics that are necessary for the proper development of the recruit officer.

The Training Officers interact with the recruits with greater frequency than any of the ranking supervisory personnel. A major function of the team of Training Officers is the day-to-day supervision, control and motivation of the class of recruits. However, in addition to these routine daily functions, the Training Officers have many formal duties.

Each Training Officer is assigned a portion of the state mandated curriculum to instruct and, therefore, each Training Officer must hold a valid General Criminal Justice Instructor Certification from the Department of Criminal Justice Services. It is the responsibility of the Training Officer to maintain complete, detailed, up-to-date lesson plans of each topic they instruct.

The operation of the Training Division requires much more than simply providing instruction. The Training Division is responsible for a great deal of training and an enormous amount of preparation must take place before any training program can be implemented. Each Training Officer is assigned to one specialty area within the Training Division (Recruit Training, In-Service, Career Development or Use of Force). The Training Officer will assist the Training Sergeant who coordinates the area to which they are assigned with the daily operation of that area. They are responsible for assisting with, but are not limited to, the tasks as discussed under each of the Training Sergeants' job descriptions.

The Training Division is responsible for many tasks which may or may not be related directly to training an individual. At any given time the Training Officer may:

- Assist with training for other agencies
- Serve as role a player and evaluator in various training exercises
- Conduct physical education training
- Conduct Strength and Agility testing
- Monitor exam periods for recruit schools
- Grade exams and quizzes
- Assist in supervising recruits when working special events and disasters
- Assist in gathering information in response to lawsuits
- Assist in the proper documentation/record retention of training
- Research and prepare lesson plans
- Prepare recruit manuals

RANGE MASTER

In addition to the duties required of a Training Officer, one officer will have the primary responsibility of acting in the capacity of Department Range Master. The Range Master is responsible for ensuring that all phases of firearms training are completed. The Range Master will (along with other duties):

- Train all recruits in the fundamentals of shooting the handgun and shotgun
- Qualify recruits in the handgun and shotgun
- Coordinate firearms training including annual firearms qualification
- Maintain firearms records for each member of the Department
- Evaluate firearms scores to determine those Department members who are in need of additional training
- Maintain the Indoor Firearms Range
- Maintain the Caroline County Range Facility
- Maintain inventory control on items such as service ammunition, practice ammunition, targets, etc
- Maintain any weapons assigned to the Training Division
- Conduct Department-Wide Firearms Maintenance Program

ADMINISTRATIVE PROGRAM SUPPORT ASSISTANT

The administrative program support assistant is responsible for, but not limited to the following duties:

- Making sure that all phone calls to the Richmond Police Training Division are answered and responded to in a timely manner.
- Assisting with the scheduling of the academy classrooms and building usage.
- Assisting citizens/personnel/trainees that enter through the front of the Training Academy.
- Ensuring that all guests have appropriate identification and sign the academy sign-in sheet.
- Handles faxes and communications for the Captain and Lieutenant of the Training Academy.
- Programs the marquee on a daily bases, ensuring that it stays updated with the most current information pertaining to the building schedules.
- Completes purchase orders and completes the process for the Captain and Lieutenant
- Oversees the cleaning crew and building maintenance issues for the Training Academy

OFFICE SUPPORT SPECIALIST II

The Office Support Specialist II is responsible for, but not limited to the following duties:

- Track Instructor Certifications
- Coordinates recertification for DCJS instructors
- Updates data into the ACE database and is responsible for the maintenance of the ACE database
- Assisting with the updating and management of lesson plans
- Assisting in organizing/retaining/updating recruit training and in-service records
- Assisting with the coordination and scheduling of training in the Academy building

LESSON PLANS

In accordance with the standards established by the Department of Criminal Justice Services the Richmond Police Department Training Division maintains lesson plans on all state mandated training. Once an instructor has completed all of the necessary training and paperwork to become a certified instructor through DCJS, the Form 41 will be sent to DCJS. If complaints arise from an evaluation on an instructor who has taught at the academy, the appropriate action will be taken by the Captain of the Training Division. The action that will be taken on the instructor will be determined by the Captain of the Training Division.

Lesson plans shall include the following:

- Statement of performance and job-related objectives
- An outline of the course content specifying instructional techniques
- Any required instructional aids, if applicable
- Required testing that will be conducted, if applicable
- Any reference items that are utilized, if applicable

After a lesson plan is created it must be reviewed and approved by the Training Coordinator or his/her designee. Lesson plans will be updated on an annual basis and will be kept on file at the Academy, as well as on the academy server (when applicable). A hard copy (approved by academy director or the designee) is kept on file at the Training Academy. When the lesson plan is updated or changes are made, the Academy staff will replace the annual review cover sheet and update all information.

IN-SERVICE TRAINING

The Richmond Police Department Training Division is responsible for providing annual in-service training for all sworn personnel who are due for the 40 hour mandatory training as required by DCJS. VA Code 15.2-1706 requires every individual employed as a law enforcement officer shall meet compulsory in-service training standards as set forth by the Department of Criminal Justice Services (DCJS). Sworn personnel in-service training requirement must be completed in its entirety by December 31st of the second calendar year following satisfactory completion of entry training and within every 24-month period thereafter.

The Training Division shall ensure that the total block of 40 hour training shall consist of: Four (4) hours of legal training, Two (2) hours of cultural diversity and Thirty-four (34) hours of career development/elective training. The Training Division will set up the entire 40 hours of training and submit the proper paperwork to DCJS upon the completion of in-service training by the sworn personnel.

The documentation of the completion of training will be kept by the Training Division. The proper documentation will include: the current lesson plan, a signed roster created from the ACE database, signed copy of the transmittal (signed off by the Academy Director or the designee), copy of the Form 41 and any and all other pertinent paperwork as deemed necessary by the Academy Director.

RECRUIT TRAINING

Police Recruit Training is a major part of the job of the Training Division. Recruit Training is very time-intensive training that involves all members of the Training Academy staff. This section contains information pertinent to conducting a basic recruit training class, including DCJS standards as related to recruit training, Academy policy and procedure as it relates to recruit training, sample curriculum, Field Training Officer policy and procedure and forms which must be filled on each recruit.

The Training Division will maintain a file/record on each student attending entry-level training which is sufficient to document that all performance objectives have been successfully completed.

The Training Division will also maintain a file that pertains to each Basic Recruit Class that includes: curriculum/schedule, attendance records, discipline records, counseling records, tests, test sheets and course evaluation or summary.

The following Rules and Regulations shall govern the conduct of all recruit trainees while enrolled in the Basic Recruit School. These rules are not intended to be inclusive; they serve as a guide to expected behaviors and performance.

REQUIRED FORMS TO BE SUBMITTED: **RECRUIT CLASS**

Following is a list of forms to be completed for each recruit class:

- Memorandum of Transmittal: Must be attached to a copy of the curriculum and delivered to DCJS 30 days prior to the start of the Academy class. (This may be e-mailed directly to the field coordinator: Paul Ludwig)
- Form 41: After completion of the recruit class this form must be completed and sent to DJCS (must be done within 30 days of the close of the class)
- B 13 Field Training Completion Form: After the completion of the Field Training Program this form must be completed for each graduating recruit and sent to DCJS.
- PA #1: Must be completed by each recruit at the start of the Academy class.

ADMINISTRATIVE POLICIES

The following Rules and Regulations shall govern the conduct of all recruit trainees while enrolled in the Basic Recruit Class. These rules are not intended to be inclusive; they serve as a guide to expected standards of behavior and performance.

ATTENDANCE

- Recruit trainees will report to the Academy for roll call and in-ranks inspection at 0800 hours, Monday through Friday. Recruits assigned to the Flag Detail for the week will raise the Colors prior to formation. The Academy staff will conduct inspection.
- Should it be necessary to alter the schedule of classes, advance notice will be provided if possible.
- Attendance at all training sessions is mandatory. Trainees will be excused only in cases of illness, court testimony, or extreme emergency. The Training Sergeant must be notified prior to any absence. In cases of illness, it is the trainee's responsibility to call the Training Academy at 646-6117 between 0700 and 0715 hours, the day of the absence to notify the Training Sergeant.
- It is the trainee's responsibility to make up all assignments and training sessions within two weeks of the missed date. The trainee must get an academy class coordinator to verify all make-up assignments and training.
- If a training session is missed, the trainee is required to present documentation regarding his/her absence (physician's excuse, signed statement from the clerk of court, etc.) upon return to the Academy.
- Lunch break will be from 1200 to 1245 hours daily (subject to change at the discretion of the staff).
- Recruit trainees will report for afternoon roll call and inspection promptly at 1245 hours.
- TARDINESS WILL NOT BE TOLERATED.

TRAINING STAFF AND INSTRUCTORS

Recruit trainees are assigned the lowest position in the rank structure of the Department and will act accordingly. Police Officers assigned to the Training Academy Staff are responsible for evaluating your suitability to the police profession and should not be viewed as peers during the basic training process. Your contact with any member of the Training Academy Staff, to include guest instructors, will be solely on a professional basis. All designated ranks shall be addressed as such. In any case "Sir" or "Ma'am" will be appropriate.

DEMEANOR AND CONDUCT

- The General Orders of the Richmond Police Department and Rules of the Training Academy will govern the conduct of recruit trainees.
- Your demeanor, conduct, and attitude will be under constant observation. Recruits will behave as ladies and gentlemen, and will display the utmost respect to staff members, members of the Department and peers at all times.
- All recruits will conduct official business through the Training Coordinator.
- Any request to see the Training Sergeant will be made through the Training Coordinator.
- Breaks shall not be spent in the classroom.
- During breaks there will be no loud talk, profanity or boisterous conduct.
- When traveling the hallways, recruit trainees will acknowledge all officers and civilians with the proper greeting of the day.
- Recruit trainees will move through the Academy in an orderly fashion as determined by the Training Coordinator.

ADMINISTRATIVE OFFICES

- The offices of the Training and Development Division are for business purposes. Recruits will not loiter around these offices.
- Recruits will knock on the rear door marked “Staff only” and announce “Recruit on deck!”
- Recruits will wait by the door until instructed by a staff member that they are allowed to enter.
- When required to enter the administrative office area, recruits will conduct business and leave promptly.

CLASSROOM ETIQUETTE

- Come to attention when the City Manager, Chief of Police, Assistant Chief of Police, Major, Captain, Lieutenant, Sergeant or any other officer, enters the classroom unless class is in session.
- Eating and the consuming of beverages are strictly prohibited in the classrooms and all other areas of the facility except the third floor break area and terrace.
- The instructors that appear before you will include law enforcement officers, professional men and women, and other officials. RECRUITS WILL DEMONSTRATE PROFESSIONALISM AT ALL TIMES. ANY ACT OF DISRESPECT OR FAILURE TO COMPLY WITH

INSTRUCTIONS FROM A MEMBER OF THE TRAINING ACADEMY STAFF, OR GUEST INSTRUCTOR WILL BE TREATED AS INSUBORDINATION.

- Recruits will respect the rights and opinions of fellow classmates during discussions.
- Recruits will pay close attention to the instructor and avoid private conversations.
- Generally, instructors will provide a time for questions. Recruits will not interrupt the instructor during his/her lecture.
- Recruits will not monopolize the instructor's time during breaks. They also need breaks.
- Hats, coats, and other bulky items/equipment will be stored in designated areas.

EQUIPMENT

An orientation handbook will be issued to all new recruit personnel when academy training begins. The following equipment and personal supplies will be needed. Recruit trainees will be responsible for obtaining same:

- Running shoes
- Gym socks
- Sweat pants *
- Sweat shirt *
- Towel
- Note pads
- Three ring binders
- Alphabetic Index Dividers
- Paper, pens, pencils
- Pocket dictionary
- Code books (issued by the Training Coordinator)

Recruit trainees are responsible for purchasing the green PT gear required during Phase I training. Blue PT gear will be issued to the recruit during Phase II training.

INSPECTIONS

- In keeping with the high standards of the Richmond Police Department and the Richmond Police Training Academy, inspections will be conducted throughout the session. Laptops will be issued to each recruit, and inspections will be conducted on the material on the laptop. Any unauthorized material found to be on any laptop may be grounds for disciplinary action.
- Recruit trainees are subject to inspection at any time. They are responsible for the state of their equipment, appearance, and conduct at all times.
- In-ranks inspections will be conducted twice daily at 0800 hours and 1245 hours.

- The uniform of the day will be clean, neat, and pressed. The shoes will be highly shined, and all leather will be polished and shined.
- Only authorized equipment will be worn on the uniform.
- Once issued, recruit trainees will be required to wear the Sam Brown belt and ballistic vest unless otherwise instructed.
- Recruit trainees are prohibited from wearing pagers and cell phones at all times.

GROOMING AND HYGIENE

- In the close quarters in which recruits will be working, good grooming and personal hygiene is imperative.
- Male recruit trainees will be clean-shaven.
- Male hairstyles will be neat and above the collar, without sideburns.
- Female hairstyles will be worn above the collar and pulled back off the face.
- The wearing of earrings or body rings by trainees is prohibited.
- Recruits will adhere to the guidelines set by the Academy Staff in regard to the wearing of the uniform.

ACADEMIC INFORMATION

THE HONOR SYSTEM

- Excellence, Integrity and Justice are the guiding principles of each Richmond Police Officer and recruit trainee.
- All work must be your own.
- All assigned projects, examinations, pop quizzes, and presentations will be an individual effort and will be an original work in every manner.
- The copying of any project, presentation, examination, homework assignment, etc., will be considered a violation of the Honor System and will result in disciplinary action.
- Cheating in any manner will result in disciplinary action.

CLASSROOM PARTICIPATION

- All recruit trainees are required to fully participate in all training activities.
- Intelligent, well-intended questions and discussions are encouraged. Some subject matter will reflect differences in opinions. Once a point has been settled to the satisfaction of the class and/or instructor, the discussion is closed. RECRUITS WILL NOT ARGUE OR DEBATE WITH INSTRUCTORS OR FELLOW CLASSMATES. ANY ACTS OF PHYSICAL OR VERBAL HOSTILITY TOWARDS AN INSTRUCTOR OR FELLOW CLASSMATE WILL NOT BE TOLERATED, AND SHALL RESULT IN DISCIPLINARY ACTION.

PERFORMANCE CHARACTERISTICS, INFRACTIONS AND DISCIPLINARY PROCEDURES

The purpose of the evaluation process is to help achieve a comprehensive assessment of each recruit trainee. The Academy utilizes a system whereby you will be observed on a continuing basis throughout the session. Each trainee will be under constant scrutiny and all aspects of performance, conduct, and appearance will be evaluated. Violation reports may be written at any time in the classroom, break areas, or any training site.

PERFORMANCE CHARACTERISTICS

The following characteristics are areas that will be the subject to frequent inspections.

- Work habits
 - Attendance
 - Promptness
 - Amount of work performed
 - Completion of work on schedule
 - Oral expression
 - Quality of work - accuracy, neatness, thoroughness
 - Adaptability to change
 - Cooperation and conformity
 - Compliance with instructions
 - Acceptance of supervision
 - Observation of rules and regulations
 - Positive attitude
- Leadership
 - Use of initiative
 - Performance with minimum amount of instruction
 - Decision making
- Teamwork
 - Ability to work together toward a common goal
- Self - Discipline
 - Care of work area and equipment
 - Care and handling of firearms
 - Respect for others
 - Personal appearance

INFRACTIONS

The Richmond Police Department holds the values of Excellence, Integrity and Justice in the highest esteem and regards these virtues as being paramount to its goal of providing public service of the highest quality. The Richmond Police Department Training Academy has a duty to ensure that individuals who aspire to become Richmond Police Officers possess characteristics which are above reproach and have Excellence, Integrity and Justice as inherent components of their personalities.

In keeping with the Department's high standards of excellence, the Training Academy Staff expects that recruit trainees will manage their lives in a manner consistent with superior standards of conduct.

Violations of established standards may be noted at any time and at any location during the session of the training school. Disciplinary action will be commensurate with the nature and seriousness of the offense and the circumstances surrounding the incident.

A Student Contact Sheet will be kept on each member of the recruit class and violations will be reported to the Training Sergeant. Infractions may result in a recommendation of formal administrative or disciplinary action up to and including termination from employment.

Below is a list of infractions for which a recruit may be cited and required to either write a letter or to conduct Positive Re-enforcement Training (PRT). This list is not all inclusive.

- ❖ Lint on uniform
- ❖ Button unbuttoned
- ❖ Strings on uniform
- ❖ Dull leather gear
- ❖ Leaning against walls, buildings, or vehicles
- ❖ Littering
- ❖ Failure to maintain facility
- ❖ Discourtesy
- ❖ Dirty weapon
- ❖ Dirty or un-pressed uniform
- ❖ Use of profanity or obscene gestures
- ❖ Failure to have proper equipment

DISCIPLINARY ACTION

In addition to the above listed infractions, recruit trainees, like all sworn members of the Richmond Police Department, are governed by General Order 100-1 Code of Conduct. Recruit trainees are subject to a progressive disciplinary process, which includes, in order of severity:

- Verbal Counsel
- Written Counsel
- Written Reprimand

- Recommendation for Termination

EXAMPLE: A recruit is late for duty, as determined by the OIC of the Training Academy. This is a violation of General Order 100-1, Section VII, paragraph 7--REPORTING FOR DUTY – Department members shall report for duty at the time and place required by assignment or orders and shall be physically and mentally fit to perform their duties. For the first offense of this nature, the recruit would receive a verbal counsel. Second offense, a written counsel would be issued, third offense, a written reprimand would be given to the recruit. The fourth offense would result in a recommendation for termination for the recruit.

PHYSICAL REQUIREMENTS: POLICE RECRUITS

After we review your application and determine that you meet the minimum requirements, you will be notified of the time, date, and location of the police entrance examination, fitness test.

The police entrance examination is an entry-level law enforcement multiple-choice test. Recruits will be tested on Basic Arithmetic, Reading Comprehension, Grammar Punctuation and Spelling, as well as Report Writing.

The fitness test consists of the following:

1. The test begins from a seated position at which time a street address will be given. This address must be repeated correctly at the end of the test.
2. Run 200 yards (Up and back a 50 foot distance six times)
3. Step up on aerobic step bench 20 times.
4. Perform 15 push-ups
5. Perform 15 sit-ups
6. Step up on aerobic step bench 20 times.
7. Perform 15 push-ups
8. Perform 15 sit-ups
9. Run 200 yards (Up and back a 50 foot distance six times)
10. Street Recall (If incorrect, penalty is to repeat 200 yard run)

SAFETY RULES

- **No task is so important and no assignment is so urgent that we cannot take the time to perform it safely.**
- Safety rules are distributed and explained to students at the beginning of instruction in each skill area. To include: Firearms, Defensive Tactics, Driver's Training and Patrol Tactics.

FIREARMS:

- All personnel are directed to comply with General Order 804-1, Use of Police Training Facilities (indoor and outdoor range facilities)
- Treat every weapon as if loaded.
- Firearms shall not be handled unless you are in the presence of a firearms instructor or supervisor and then only with permission.
- There will be no handguns or knives allowed on Academy premises.
- Once issued, all recruits are required to wear their ballistic vests.
- Recruit trainees will not wear the Sam Brown belt outside of the Academy building.
- All recruits will wear a safety belt while traveling in City vehicles.
- All safety rules will be strictly enforced. There will be no horseplay at anytime.

DEFENSIVE TACTICS AND PATROL TACTICS:

- Wear loose fitting clothes and any protective gear you feel is necessary.
- Notify the instructor of any pre-existing medication conditions that would have an effect on the completion of the course.
- Follow the instructor's directions explicitly.
- Do not attempt any technique before it is demonstrated by the instructor.
- Warm-up properly before doing any techniques.
- Learn all of the fundamentals that are necessary to execute the hold before applying pressure.
- Practice slowly at first so you can master the techniques, then gradually increase the speed at which you perform the technique.
- If you are in doubt about proper techniques, ask the instructor.
- Determine a prearranged sign or signal that lets your partner know the hold is applied correctly and beginning to hurt. If you are applying the hold, let go or reduce the pressure immediately.
- Your partner in practice should only offer passive resistance to prevent serious injury.

- No throwing techniques are permitted.
- Professional attitudes will be displayed at all times.
- There will no horsing around in class; you will receive one warning, the second time you may be asked to leave the class.
- Do not challenge the instructor.

DRIVERS TRAINING:

- Each day prior to training, the recruits will inspect and service all vehicles, and insure that the vehicles have fully operational hand held radios. They will also ensure that each vehicle has the appropriate gas card. Any deficiencies will be reported to an instructor.
- At **NO** time will a recruit get into, or operate a vehicle without the permission of an instructor. Once inside the vehicle, the recruit will lock the doors and buckle the seatbelt.
- Prior to training commencing, two instructors will inspect the entire course and close off any areas they deem unsafe. Inspections will also be conducted after each run.
- All entrances to the course will be closed with cones. A recruit, wearing a reflective vest and a radio, will be posted. The recruit will be responsible for restricting access to the course, and also observing for any vehicles or pedestrians who try to enter.
- If a pedestrian or civilian vehicle enters the course, the person who observes it will notify an instructor, and the course will be shut down until it is cleared by an instructor.
- If at any time the vehicle operator hears the command to **STOP**, he or she will immediately stop the vehicle, place it in par, and engage the parking brake. The vehicle will not move until an instructor gives a **COURSE CLEAR** command.
- During a Pursuit Driving, an instructor will sit in the front passenger seat. The instructor will monitor the recruit's driving techniques and ensure the recruit is maintaining proper control of the vehicle.
- An instructor will operate the suspect vehicle. The speed limit for the course will be determined by the instructors, based on the recruit's ability, weather conditions and condition of each vehicle.
- High-speed course will not be opened until medical support is on scene.
- Dangerous or reckless behavior will not be tolerated. This can result in the recruit being removed from training.

All safety rules will be strictly enforced. There will be no horseplay at anytime.

ATTENDANCE AND ABSENCE POLICY: RECRUITS

The attendance and behavior of all Richmond Police employees will be conformed to as directed by Departmental General Orders (100-1, 104-1 & 104-2). In addition, attendance is taken daily, utilizing a copy of the classroom seating chart or class roster.

Additionally, the following Rules and Regulations shall govern the conduct of all recruit trainees while enrolled in the Basic Recruit School. These rules are not intended to be inclusive; they serve as a guide to expected standards of behavior and performance.

- Recruit trainees will report to the Training Academy for roll call and in-ranks inspection at 0745 hours, Monday through Friday. Recruits assigned to the Flag Detail for the week will raise the Colors **prior** to formation. The Training Academy Staff will conduct inspection.
- Should it be necessary to alter the schedule of classes, advance notice will be provided if possible.
- Attendance at all training sessions is **mandatory**. Trainees will be excused only in cases of illness, court testimony, or extreme emergency. The Training Sergeant must be notified prior to any absence. In cases of illness, it is the trainee's responsibility to call the Training Academy at 646-6117 between 0700 and 0715 hours, the day of the absence to notify the Training Sergeant. The Training Sergeant will maintain leave records indicating days worked and days missed.
- It is the trainee's responsibility to make up all assignments and training sessions missed.
- If a training session is missed, the trainee is required to present documentation regarding his/her absence (physician's excuse, signed statement from the clerk of the court, etc) upon return to the Academy.
- The Academy staff will maintain a log of all recruit training time missed and will document the times when training is completed.
- Lunch break will be from 1200-1245 hours daily.
- Recruit trainees will report for afternoon roll call and inspection promptly at 1245 hours.
- **TARDINESS WILL NOT BE TOLERATED.**

TRAINING ACADEMY: RESUME OF SUBJECTS

Agency Referral

The student will learn what agencies and / or departments can be used as resources to resolve problems that are not handled through enforcement actions.

Abduction /Aggravated Assault/Rape Investigations

OVERVIEW: A course on the proper procedure for investigating crimes involving abduction, aggravated assault and rape. Students will be given different scenarios and expected to complete proper paperwork and follow appropriate procedures

ASP Training

OVERVIEW: The recruit will receive the technique on the proper use of the baton and the legal use of the baton.

Asset Forfeiture

OVERVIEW: A lecture on the understanding of the function of the Asset Forfeiture Unit and how that unit impacts the department.

Auto Theft Investigation

OVERVIEW: This class will provide techniques and knowledge in investigating stolen motor vehicles and equipment thefts. It will include a lecture on the procedure to take when recovering, processing and releasing a stolen vehicle.

Basic Accident Investigation

OVERVIEW: A lecture and practical that provides students with a basic knowledge of how to investigate a motor vehicle accident. Students will be provided with a flexible plan of action to deal with all phases involving pre-crash, crash and post crash activities and instruction in preparing the accident investigation for court presentation.

Basic Law

OVERVIEW: A study is made of the Virginia Criminal Law Statutes with interpretation, using notable past cases and Supreme Court decisions. The extradition laws, including the execution of the extradition waiver, are discussed. Includes a lecture on the legal definition and court decisions related to Entrapment. Practical exercises requiring students to identify particular crimes when provided with various elements will be included.

Blood borne Pathogens

OVERVIEW: A lecture on how blood borne diseases are spread and their affects along with preventive measures.

Bombs and Explosives

OVERVIEW: This lecture will cover the procedures for handling bomb threat calls and the proper handling of actual explosives.

Building and Equipment Maintenance/Administrative Time

OVERVIEW: This time will be used to maintain the recruit's equipment and the training areas utilized by the training Academy as well as general reviews.

Building Searches And Open Area Searches

OVERVIEW: A lecture designed to identify hazardous work situations and areas that endanger a police officer's life. Four hours are devoted to hostage and barricade situations. The recruits will learn how to effectively search a building and an open area space. The recruits will also learn how to secure the search when suspect(s) are found. Special attention will be placed on officer survival skills.

Burglary/Larceny Investigations

OVERVIEW: A course on the proper procedure for investigating crimes involving larceny and burglary. Students will be given different scenarios and expected to complete the proper paperwork and follow the appropriate procedures.

Chemical Agents And Crowd Control

OVERVIEW: Extensive coverage of chemical agents and their use in law enforcement. Practical exercise in riot control with special attention given to riot formations and crowd control. There will be a demonstration of chemical agents with a controlled exposure. Proper use and fitting of the riot helmet and gas mask will be reviewed. An introduction of OC spray as a defensive tool and as an alternative to lethal force will also be presented.

Class Picture

OVERVIEW: A class picture of the graduating class will be taken.

Commissioning

OVERVIEW: Recruits will receive their commissions as Richmond Police Officers in a brief swearing in ceremony.

Community Organization

OVERVIEW: A course designed to familiarize the recruit with organizing community meetings, which address the citizens concerns within their community.

Community Policing

OVERVIEW: An introduction to philosophy and methods of effective community policing.

Computer Training

OVERVIEW: An introduction to basic computer skills.

Constitutional Law

OVERVIEW: A course to give each member the more pertinent Constitutional restrictions on law enforcement officers and the reasons for these restrictions. The nature of law and the role of the law enforcement officer in our government and society are discussed.

Courtroom Demeanor / Moot Court/Court Preparation/Case Management

OVERVIEW: Each member is required to participate in moot trials and also participate in the preparations of case folders. Members are required to testify as defendants, witnesses, victims, or investigating officers as the cases may require. The cases will be provided prior to Moot Court.

Criminal Investigation

OVERVIEW: A course on the proper procedure for investigating crimes which includes: the actual investigation of simulated crimes, the taking of notes, drawing and charting the crime scene during these investigations, the interviewing of persons involved in the investigation, and the proper handling of evidence to be examined by the Consolidated Laboratory.

Crisis Intervention

OVERVIEW: A lecture is provided pertaining to the proper handling of emotionally charged situations, such as family disputes, landlord/tenant disputes, and mentally ill persons.

Crime Information & Communication System

OVERVIEW: A lecture on the operation of NCIC and VCIN and what information can be submitted and obtained from these systems as well as a basic user certification.

Crime Prevention

OVERVIEW: A lecture designed to provide an understanding and working knowledge of crime prevention concepts.

Crimes Against Children

OVERVIEW: To familiarize the student with the duties of the first responding officer in cases of child abuse or neglect or elderly abuse and neglect.

Crimes in Progress/ Prowler/ Burglary/ Alarm Responses

OVERVIEW: A presentation covering the proper techniques and procedures when dealing with "in progress" calls. Special attention will be given to team work and officer safety.

Cultural Diversity

OVERVIEW: A presentation covering the cultural differences in the community and how they impact the officer's ability to provide proper customer service to all citizens.

Deadly Force Issues

OVERVIEW: This lecture will address the legal and ethical issues involved with the use of deadly force.

Deaf and Hearing Impaired

OVERVIEW: The introduction of assisting the deaf and hearing impaired.

Defensive Tactics Training

OVERVIEW: A course utilizing practical demonstrations to acquaint the students with disarming methods and self-defense tactics against violent criminals. Emphasis is placed upon active participation in practical exercises by all students. Also included are the proper and safe handling of prisoners and double locking of handcuffs. Included will be a lecture and practical exercise explaining how to properly execute an arrest, the amount of force which may be used and the best methods of making an arrest with the least chance of injury to the officer or the criminal. There will also be a final review before the class graduates.

Departmental Philosophy

OVERVIEW: This class will orient the recruit to police department's philosophy and expectations.

Drill and Ceremony

OVERVIEW: This class will require recruits to perform basic facing movements and drills. This will assist in areas of self-discipline, confidence, and the ability to take orders while responding to them with mind and body as one.

DUI Enforcement/Alcohol Enforcement

OVERVIEW: A lecture on related Driving Under the Influence statutes which will include classes on the detection, apprehension and processing of suspected drunk drivers. Field sobriety testing will be emphasized and students will execute applicable tests during a simulated DUI arrest. Each student will also receive instruction in the use of the Alco-sensor.

Economic Crime Investigation

OVERVIEW: A class on the laws and investigative technique involved in dealing with economic or "White Collar" crimes.

Elder Abuse

OVERVIEW: A course designed to give the recruits a basic knowledge in identifying and handling elder abuse.

Emergency Vehicle Operator Course

OVERVIEW: A lecture is presented to provide the student with a basic knowledge of defensive driving, braking techniques, steering techniques, vehicle dynamics and pursuit and high speed operations. Practical exercises will expose the student to several maneuvering courses, braking, skid control, backing and pursuit courses. The pursuit courses involve the use of proper communication techniques. It also tests the student's reaction to the high stress of pursuit. Each student must perform proficiently on all courses.

Employee Orientation

OVERVIEW: A staff member from Human Resources & Employee Relations will give a brief lecture on the services offered through that division.

Ethical Decisions

OVERVIEW: This class will introduce students to the many ethical issues and decisions they will face as law enforcement officers.

Exams

OVERVIEW: Exams are planned for this academy class. This does not include pop quizzes.

Family and Domestic Violence

OVERVIEW: To provide a basic understanding and working knowledge of the history perspective and laws related to domestic violence—including characteristics of abusers, Department Policy and on site evidence collection. This is accomplished through lecture, written scenarios and role-play.

Felony/High Risk Stops

OVERVIEW: Recruits will know the proper way to make a felony traffic stop to include extraction of occupants in the vehicle and securing of prisoners.

Field Note Taking

OVERVIEW: This class will review proper procedures for taking field notes while investigating a recently reported crime.

Field Training

OVERVIEW: In conjunction with responding to calls for law enforcement service, the officer must identify requirements related to the employing law enforcement agency, local court systems, local government structures, and community resources and agencies which may assist a person in need. Recruits will be assigned to a qualified Field Training Officer for eight weeks of on the job training with daily

evaluations and feedback.

Field Training Preparation

OVERVIEW: The recruit will be given the assistance in the preparation of field training.

Firearms Training

OVERVIEW: Each student is given additional training with the automatic by firing the Modified Double Action Course, Close Combat Course, and other automatic courses to improve proficiency. Also night firing exercises with the automatic and shotgun are given.

Fugitive Unit Investigation

OVERVIEW: This study will give the officer the techniques to be able to identify a wanted person.

Gang Investigation

OVERVIEW: This lecture will give the recruit the basic information to identify Gang related activities.

General Orders Manual

OVERVIEW: A review of the General Order Manual will be presented.

Graduation Practice

OVERVIEW: Officers will review and practice their part in the graduation ceremony.

Hazardous Materials

OVERVIEW: A lecture on the general duties of the first officer on the scene of an incident involving hazardous material. This lecture will include instruction on the following: explanation of the identifying labels and placards of the classification of Hazardous Materials, State Board of Health regulations concerning the transportation of hazardous materials, effects of radiation effects on the human body, hazards encountered in transporting radioactive materials, and handling propane gas emergencies.

Hepatitis Shots 1, 2 & 3

OVERVIEW: This is part of the city's safety program.

Homicide and Suicide Investigation

OVERVIEW: This study will review homicide and suicide investigative techniques. It will include first officer on the scene procedures that expand to actual investigative techniques.

Hostage Negotiations

OVERVIEW: This course will give information regarding first responder duties and the duties of the Hostage Negotiations Team.

Incident Based Reports

OVERVIEW: This class will show the proper method to fill out the Incident Based Report.

Information Gathering

OVERVIEW: This class will instruct students on the proper steps to take in gathering and recording information related to investigations, court testifying and beat intelligence.

Internal Affairs Unit

OVERVIEW: This class will give students insight into the purpose, authority, function and responsibilities of the Internal Affairs Division. Complaints and their causes are discussed in an effort to alleviate these issues.

Interviews and Interrogations

OVERVIEW: A lecture of the proper techniques to be used for interviewing witnesses and interrogating suspects of a crime.

Introduction to Concepts of Evidence

OVERVIEW: This will be a basic class introducing students to the concept of evidence and will cover the different types of evidence and how it is an important part of policing. Also to be covered is the concept of the chain of evidence when dealing with legal process.

Introduction to Field Training Officers

OVERVIEW: This will allow the recruit to meet their Field Training Officer.

Introduction to Firearms

OVERVIEW: The class will cover safety, assembly and disassembly of the SIG PRO, as well as nomenclature and characteristics of the weapon.

Introduction to Officer Survival

OVERVIEW: This course will introduce the recruits to Officer Survival. Several guest speakers from the department who have been involved in police shootings will talk about their experience and how they survived.

Introduction to Physical Training Standards

OVERVIEW: This course will introduce the recruits to the physical fitness standards required by D.C.J.S. and the Richmond Police Department.

Juvenile Law

OVERVIEW: A study of laws pertaining to juveniles and the authority of the Juvenile Court is presented.

Law Enforcement as a Profession

OVERVIEW: A lecture on the principles that define a “profession”, and the “Law Enforcement Code of Ethics”. This course will discuss positive and negative influences of a law enforcement career.

Laws of Arrest Procedures and Techniques

OVERVIEW: A study of the Virginia Laws of Arrest and related Supreme Court decisions setting forth the rights of persons arrested and duties of officers making the arrest. This includes probable cause and civil liabilities.

Laws on the Use of Force and Liability Issues

OVERVIEW: Guidelines and limitations on the use of non-deadly force and the use of deadly force. The use of force continuum will also be covered along with civil liabilities.

Magistrate’s Office

OVERVIEW: The head Magistrate will lecture on the duties of a magistrate.

Media Relations

OVERVIEW: An overview of the media relation’s area of this department with a review of proper procedures when dealing with the media.

Missing Persons

OVERVIEW: A lecture to familiarize the student with the proper handling of missing persons. Special attention will be given to missing children.

Mobile Data Training

OVERVIEW: This class gives the recruit the knowledge to properly operate the Mobile Data Terminal. There will also be hands on participation.

Motor Vehicle Enforcement/Operator’s License/Initial Violator Contact

OVERVIEW: A study of Virginia Motor Vehicle Code and related statutes is presented.

Narcotics and Dangerous Drugs

OVERVIEW: A lecture is provided on the identification of narcotics and all related laws. Items to be discussed include cannabis, opiates, hallucinogens, stimulants, depressants, tranquilizers, and the effects of these drugs on the user.

Night Fire Exercises

OVERVIEW: firearms skill practical will be conducted that will involve students shooting a low

light course of fire.

Patrol Tactics

OVERVIEW: Lectures and practical scenarios that will identify mental, physical and tactical considerations for officer survival. Officers will identify and evaluate hazardous work situations and critical areas that endanger a police officer's life. It will cover ambush situations, barricaded subjects, hostage situations, danger signals, pedestrian stops and field tactics. Students will identify the mental, emotional and physical preparation necessary to survive in a shooting situation.

Pedestrian Approach

OVERVIEW: The recruit will learn the proper techniques in approaching a pedestrian.

Physical Ability Test – Fit For Duty Standards

OVERVIEW: This allows the academy staff to measure the basic physical skills necessary for the successful performance as an entry level Virginia law enforcement officer.

Physical Training

OVERVIEW: Physical training will consist of calisthenics, running, and various types of aerobic exercises, which will develop the recruit's physical abilities.

Physical Training Assessment

OVERVIEW: A physical assessments will be conducted once a month on each police recruit to assess their progress during training. The physical assessment will include running, pushups, pull-ups, stretch test and various other tests as prescribed by the Cooper Institute.

Police Credit Union

OVERVIEW: The introduction of benefits as well as the procedure on how to apply into the program.

Police Benevolent Association

OVERVIEW: The introduction of benefits as well as the procedure on how to apply into the program.

Police Ethics and Decisions

OVERVIEW: Recruits are given interactive presentation on the ethical decision making process required for professional police officers.

Practical Problems

OVERVIEW: Students will be put through an array of scenarios to test their understanding of proper police procedures. This is part of the testing program as outlined by DCJS.

Prism Training: Judgment Shooting Skills

OVERVIEW: Each student will be given training in a practical exercise in shoot; don't shoot situations using the Firearms Training System.

Problem Area Patrol Techniques and Patrol Hazards

OVERVIEW: This course will give the recruits a basic understanding of the considerations involved in the problem areas of patrol. The recruit shall be aware of the hazards during patrol. They will be given techniques on how to avoid silhouetting, making noise and identify hazards while approaching a stopped vehicle.

Problem Oriented Policing

OVERVIEW: A presentation designed to educate the recruit in problem solving techniques and how to develop and maintain open lines of communication with citizens to solve community problems.

Property and Evidence Procedures

OVERVIEW: A review of the Property and Evidence Division, and the proper procedures for vouching property.

Prowler/Burglary Response

OVERVIEW: The recruit will be shown the tactical considerations involved in Prowler/Burglary response.

Public Speaking

OVERVIEW: The recruit will learn how to present ideas and concepts to the public, through verbal communications.

Radio Techniques

OVERVIEW: Recruits will learn proper radio procedures while demonstrating the ability to describe persons, vehicles, etc. using ten codes and the phonetic alphabet.

Recruit Rules and Guidelines

OVERVIEW: An introduction of the rules and guidelines the recruit will follow will be discussed.

Report Writing

OVERVIEW: Recruits will learn to communicate through written reports. They will demonstrate their ability to write clear, concise reports by completing the primary reports used by the Department. Recruits will also be given report-writing assignments by the staff for continual evaluations.

Response to Natural Disasters

OVERVIEW: This lecture will provide the recruit with a basic understanding of first responder duties to a natural disaster.

Response to Weapons of Mass Destruction

OVERVIEW: This lecture will provide the recruit with a basic understanding of first responder duties to threats of weapons of mass destruction and to the duties of other responding personnel.

Robbery Investigation

OVERVIEW: A course on the proper procedure for investigating crimes involving robbery. Students will be given different scenarios and expected to complete proper paperwork and follow appropriate procedures.

Search Techniques

OVERVIEW: The basic principles of techniques for crime scene searches will be discussed.

Sexual Harassment Policy Training

OVERVIEW: A review of the City of Richmond policy on sexual harassment in conjunction with State and Federal laws.

Standard First Aid, CPR, and Emergency Delivery of a Baby

OVERVIEW: Each student will complete the American Red Cross Standard First Aid Course and Cardiopulmonary Resuscitation course, and Emergency Delivery of a Baby course.

Stress House

OVERVIEW: Each recruit is run through a battery of scenarios by an instructor(s). The goal is to observe each recruit make a decision(s). Stress is implemented by instructors and role players on the last day/evening prior to field training assignments.

Survival Spanish

OVERVIEW: Each recruit will receive an introduction to the Spanish language to assist them while interacting with the Hispanic community.

Surveillance Techniques

OVERVIEW: A lecture and practical exercise will instruct students on the proper techniques used during a suspect surveillance.

S.W.A.T Range Day/Lateral Combat Course

OVERVIEW: This class will emphasize the skills needed in a combat situation by having each student participate in the Lateral Combat Course.

Telephone Courtesy and Customer Service/ Intra Office Memorandums

OVERVIEW: A review of proper protocols when dealing with the public via the telephone.

Transitional Evaluation

OVERVIEW: This exercise will promote teamwork during team building exercise, while subjected to extreme amounts of physical and mental stress.

Traffic Direction and Control

OVERVIEW: A classroom and practical on proper procedures when directing traffic.

Uniform and Equipment Measuring and Issuing of Uniforms

OVERVIEW: Instruction on issued equipment and a review of the different types of uniforms worn by the Richmond Police Department.

Use of O.C. Spray

OVERVIEW: A lecture on the department issued O.C. Spray. This will also include a practical demonstration.

Using the Police K-9 Unit

OVERVIEW: A lecture and demonstration on the practical uses of the K-9 unit for the street officer.

Vehicle Searches

OVERVIEW: The recruit will learn how to search a vehicle for contraband and weapons and how to secure it.

Vehicle Interdiction Techniques

OVERVIEW: A course that will give the recruit a basic knowledge on how to use interdiction techniques to search vehicles, and vehicle occupants for evidence of criminal activity.

Vehicle Stop Techniques

OVERVIEW: A course that will instruct the recruit on the proper techniques of vehicle stops.

Vice Investigation

OVERVIEW: This study will give the recruit officer a familiarization of prostitution and gambling offenses.

Wants and Warrants

OVERVIEW: Recruits are taught to recognize the various types of warrants and the proper procedure for their execution, and how to determine if a person is wanted locally, (899), statewide, (V.C.I.N.), or nationally (N.C.I.C.), and the proper procedure for verifying that the warrant is on file. The recruits are also taught how to determine if property (i.e. automobiles, firearms, etc.) are entered into the system as being stolen.

Welcome

OVERVIEW: A chance for the students to meet the Chief of Police and receive his "marching orders".

PHASE TRAINING

Recruit training is divided into three distinct phases that focus on both individual and team skills.

PHASE I

During Phase I training the recruits will be taught the basic fundamentals of law enforcement and police professionalism. Discipline, physical fitness and basic police skills will be stressed during Phase I training. Police Firearms, E.V.O.C. (Emergency Vehicle Operator's Course) training and Defensive Tactics training will be conducted during the first phase.

PHASE II

In Phase II training the focus will be on teamwork and leadership. Recruit trainees will learn to work together as a team to accomplish specific goals and objectives, and basic skills that were learned during Phase I training will be strengthened and refined. Problem solving and critical decision making skills will also be stressed during this phase of training.

PHASE III

Phase III will consist of the complete transition from police recruit to police officer. The recruit will be commissioned, granted police powers and will be assigned to a Precinct while they complete the Field-Training Program. The new officers will be evaluated on a daily basis by their Field Training Officer (FTO) and weekly by the FTO's Supervisor to determine each new officer's strengths, critical thinking abilities, areas that may require overall improvement, and their suitability to perform the task of a Law Enforcement Officer.

POST GRADUATION EVALUATIONS: RECRUITS

In order to ensure that the best possible training is offered and compliance with all DCJS mandates the Richmond Police Department requires post graduation evaluations. The Richmond Police Department Training Division has established an evaluation form that will be sent to all probationary police officers within six months and one year of their graduation from the Academy. These evaluations are designed to assess the job relatedness of entry level training. The evaluation will be returned to the Academy and kept on file with other pertinent class records.

TESTING AND PERFORMANCE EVALUATIONS

- Pursuant to the provisions of Section 9-170 of the Code of Virginia, the Department of Criminal Justice Services (D.C.J.S.) has established Compulsory Minimum Training Standards for law enforcement officers.
- Each recruit trainee will comply with the requirements of all performance objectives set forth in the document entitled "Performance Based Training and Testing Objectives for Compulsory Minimum Training for Law Enforcement Officers."
- Prior to the satisfactory completion of the Basic Recruit School, each recruit must meet the requirements set forth in each objective and all other requirements set forth by the Staff of the Richmond Police Training Academy.
- Each recruit is required to retain a copy of the "Recruit Guide" with his/her notebook and will refer to it regarding the sequence of instruction.
- Each recruit must keep orderly notes in a notebook or computer when issued.
- The Training Staff will check notebooks / computers periodically.
- Recruit notebooks are graded on a Pass/Fail basis with a requirement of 100% satisfactory mastery of each objective.
- Per the Academy's Written Directive, which is enforced by DCJS, recruit trainees are required to pass each objective before graduating the Academy. Written and practical examinations will consist of an initial test and two re-tests if needed. For all practical tests excluding Firearms, the recruit will be given two practice tests in-between each official test. All objectives, both DCJS and internal, should be passed by the 3rd test. If a recruit fails the 3rd test, notification will be made through channels to determine if additional tests are appropriate. The circumstances surrounding the 3rd test failure will be closely examined on a case-by-case basis. The end result will either be a recommendation for additional test(s) or termination of employment.
- *Any initial written test score below 70% will result in notification through channels and will result in either a recommendation for additional test(s) or termination of employment.*
- Recruits will achieve a minimum score of 70% on the following Firearms Courses:
 - Virginia T.Q.C. Course/Semi-Automatic Pistols.
 - Virginia Modified Double Action Course
 - Night-Fire Course (Pistol)
 - Shotgun course (Day/Night)
- Satisfactory completion, as determined by the Range Master, of the Firearms Training Systems (PRISIM) and / or Live Fire judgment / skill evaluation is mandated.
- Recruit trainees must pass all DCJS mandated firearms courses by the 2000th round during recruit training. If the trainee has not passed by the 2000th round, notification will be made through channels to determine if additional tests are appropriate. The circumstances surrounding the failure will be closely examined on a case-by-case basis. The end result will either be a recommendation for additional test(s) or termination of employment.

- Satisfactory complete all physical training activities / tests with a minimum score of 85% obtained by the end of recruit training is mandated. If the trainee has not passed by the end of recruit training, notification will be made through channels to determine if additional tests are appropriate. The circumstances surrounding the failure will be closely examined on a case-by-case basis. The end result will either be a recommendation for additional test(s) or termination of employment.

Field Training

Field Training is the second major element of police officer training upon completion of most of the Basic Law Enforcement Training requirements, in which newly commissioned officers are assigned to Field Services and provided intense training under the direct supervision of a Field Training Officer (FTO) and his / her shift sergeant. The Field Training Program consists of nationally accepted training designed to assist the officer in making the transition from the classroom environment to the application of learned skills in “field situations”. The Field Training and Evaluation process has one goal – to assist officers in becoming fully competent solo police officers. Success depends on one’s attitude and willingness to perform the job. The training is time consuming and demanding but the reward will be well worth the effort.

The trainee is expected to enter the Richmond Police Department’s Field Training and Evaluation Program with the basic knowledge and skills that were provided during the Academy. The trainee must recognize that the broad background and knowledge necessary to provide safe, courteous, effective, and efficient law enforcement services cannot be gained entirely from the Academy or while on duty during field training. The Field Training Manual shall serve as a guide, along with specific direction from the FTO regarding additional study requirements. The field training coordinator shall serve as a liaison between the FTOs and the Training Academy staff and will ensure coordination between trainees, FTOs and shift sergeants. Shift sergeants shall ensure that performance is properly documented and that all evaluation forms are completed according to the format laid out in the Field Training Manual.

A field-training program of a minimum of 8 weeks in length is required, which is conducted during or after the required classroom training with direct supervision of the trainee by a field training officer. The trainees will be involved in a training relationship with their FTO throughout the Field Training and Evaluation process. Precinct shift sergeants supervise the field training process. Trainees work with an assigned FTO during his/her assigned shift for five weeks before switching to another FTO and his/her assigned shift within the same precinct. The precinct to which the trainee is assigned for field training is the precinct in which they will work once all training is complete.

Each FTO is selected for his/her ability to impart necessary knowledge to new officers. The Officer-in-Charge (OIC) of the Training Academy will be responsible for preparing and generating the Training Opportunities Bulletin when selecting new FTOs. The bulletin will list the number of slots available and a deadline for submission of selected employees to be forwarded back to the Academy. When applying for the FTO slot, the requesting employee must register by completing a Training Opportunities Bulletin Application Form (PD-14), containing the employee’s immediate supervisor’s signature. Supervisors shall check the dates of the FTO training school against staffing levels for the days requested by the employee, prior to approving the PD-14. The original PD-14 form will then be submitted to the requesting employee’s OIC. The OIC of the Training Academy will notify the employees selected via email. FTO training and refresher training is conducted as needed to ensure that there are an adequate number of FTOs to train new officers.

Career Development

The Richmond Police Department Training Division is responsible for maintaining the Career Development Program for Sworn Personnel. This program is designed to encourage self-reliance for sworn personnel by promoting career planning as an on-going developmental process.

The Training Division will maintain the records for personnel who have completed each level and the proper documentation for completion of the necessary requirements to proceed to the next level. Once the Training Division receives proper documentation, eligible personnel are forwarded to the command staff.

Minimum/Maximum Number of students in class

Class sizes will be dictated by Department of Criminal Justice Services (DCJS) requirements. Mandated training classes will not exceed 35 people or have less than 6 students unless prior approval is received from the Department of Criminal Justice Services. Class size will also be dictated by Fire Code and instructor requirements.

If prior approval is sought for the minimum or maximum number of students in a training class the necessary paperwork will be submitted to the DCJS representative.

Richmond Police Department's Training Committee

Composition

The Training Committee is composed of civilian and sworn members of the Richmond Police Department. It is the intent of the Department to have representation from civilian and sworn employees. The sworn members will have representation from each rank of Captain and below. The Chair of the committee will be the highest ranking sworn member of the committee. There will be at least one representative from Human Resources and one representative from The Office of General Counsel. Members of the Academy Staff will always have representation within the committee to some degree.

Process for Selection

As active members of the committee leave, a replacement can be nominated by any active member. The replacement will be confirmed upon unanimous decision by all members of the committee.

The Relationship of the Training Function to the Committee

The committee's primary function is to assist in developing and evaluating training needs and to serve as a focal point for input from those representing agency components.

Authority and Responsibilities of the Committee

The committee is responsible for advising the Academy Staff in regards to all training functions.

Vision Statement

The Richmond Police Department will lead the nation in the provision of training for all employees that is responsive to and instills pride and confidence in both the department and the community.

- Oriented to mission of department
- Responsive to needs of community and department
- Instill pride
- Adult oriented
- Interact without intimidation
- Constituent appreciation
- Exceeds standards
- Role playing/problem solving/interactive/engaging/fun/learning

Mission Statement:

We the Richmond Police Department endeavor to produce the highest quality of professionals through continual, conscientious, interactive training that supports and enhances the mission of the department. We, thereby ensure effective and efficient service to the community, enabling the establishment and strengthening of community partnerships.

Goals:

- To comply with and exceed state mandates in recruit training.
- To comply with and exceed state mandates in in-service training
- To create recruit training that enhances the departmental goals of focused enforcement partnership and systemic improvement.
- To develop and implement a first-line supervisor training program that educates potential and incumbent sergeants on their duties and responsibilities.
- To develop and implement a Master Patrol Officer training program.
- To develop and implement a managers training program to enable lieutenants and captains enhance their skills.
- To create a cadre of expert instructors, from internal and external sources that provide the highest quality of instruction.
- To partner with local universities to develop and implement continued enhancement of curriculum and training opportunities.

Reports

The Chair of the Training Committee will report directly to the Assistant Chief of Police.

Academy Operating Manual:

Addressing the DCJS Recertification Mandates

Section

B1: Three year plan reviewed annually and updated where necessary	2
B2: Policy on documenting when trainees are absent from training	3 & 10
B3: Absences are being documented when trainees are absent	3 & 10
B4: Training missed by trainees are being document on forms	3 & 10
B5: Outside agencies being trained	4
B6: Class records of entry-level training include pass/fail criteria	10
B7: All tests conform to the format established by the academy	10
B8: Academy maintains a training record/file on each student attending entry-level training: performance objectives being covered.....	10
B9: Academy maintains a training record/file on each class that includes: schedule, counseling records, tests, course evaluation	10
B10: Academy destroyed and records	6
B11: Has the rules for firearms changed	7 & 10
B12: Rules for safety training distributed	10
B13: Post graduation evaluations to Law Enforcement being conducted	10 & 12
B14: Documented evidence of general and professional liability.....	8
B15: Process for ensuring the physician is aware of the physical requirements	7
B17: Regional academy	N/A
B18: Policy on the minimum and maximum number of students	12
B19: Training schedule for less than six students or more than thirty five	12
C1: Written position description for each staff position.....	7
C1: Selection and retention.....	7

C1: Policy include performance standards	8
C1: Policy include pay scales and benefits	3& 7
C2: Written standards of conduct and disciplinary for staff.....	7
D1: All pertinent fire, health, and building regulation within the past six months	9
D2: Physical characteristics of the classrooms changed	12
D3: Physical characteristics of the driver training facility changed	1
D4: Physical characteristics of the firing ranged changed	1
D5: Academy equipped with first aid equipment	1
D6: Are communications available at all sites	1
D7: Does the academy have a library accessible to students and faculty	1
D8: Does the academy have a housing policy	N/A
E1: Does the academy have on file a model curriculum for all entry-level training...8 & 10	
E1a: Does the academy have on a file a memorandum of transmittal	10
E1b: Does the academy have on file a training curriculum and a completed F41.....	10
E2: Does the academy have on file documentation for in-service training	10
E3: Does the academy have a format for lesson plan development.....	8
E3b1-6: Does the academy have lesson plan information	8
E4: Lesson plan on file for courses taught by outside instructors	8
..	
E5: Lesson plan has been approved in accordance with written directive	8
E5a: Lesson plan has been updated on an annual bases	8
E6: All instructors meet the minimum standards established by DCJS	8
E7: Written student evaluations of instructors	8
E7b-b6: Random monitoring of instruction provided to ensure that lesson plan are being used.....	8

E7c: Appropriate action is taken to follow up on any student complaints regarding instructors or the training process.....	8
E7d: Results of testing are analyzed and evaluated	8 & 9
E8: Academy has maintained an up to date copy of the Reference Manual	1
F: Satellite Facility Worksheet on file.....	12
F2a: Has satellite facility been inspected by the certified academy	12
F2a1: Does academy have on file a completed Satellite facility worksheet	12

Academy Operating Manual:

Addressing the CALEA Mandates

	Section
33.2.1 Written directive with goals, organization/staffing, administrative procedures, operating procedures, orientation handbook	10
33.2.2 The facility includes: classroom, office space, physical space and a library	1
33.2.3 If agency personnel are trained in an outside academy, written directive that describes the relationship between the agency and the outside academy	N/A
33.2.4 Agency personnel are trained in an outside academy, written directive governs the training to be received by agency personnel	N/A
33.1.4 Agency requires lesson plans: statement of performance, instructional techniques, process for approval of lesson plans, identification of any tests used	8 & 10
33.1.5 Written directive establishes agency policy concerning remedial training	10
33.1.6 Written directive require the agency to update records of employee following their participation in training programs	6
33.1.7 Agency maintains records of each training class it conducts to include: course content, names of agency attendees, performance of individual attendees if tested	6, 7 & 10
33.3.1 Personnel assigned to training function as instructors receive training, at a minimum: lesson plan development, performance objective, instructional techniques, testing/evaluation techniques, resource availability	1 & 7
33.4.1 Requires all sworn officers to complete a recruit training program prior to an assignment in any capacity	7 & 10
33.4.3 Duties of personnel	7
33.1.2 Written directive governs attendance requirements for employees assigned to training programs	3 & 10
33.4.2 Recruit Training: Written directive requires agency recruit training program to include: curriculum, evaluation techniques	10

33.4.3 Written directive established a field training program for all newly sworn officers with a curriculum and field training of at least four weeks, selection process for training officers, supervision of field training officers, liaison with academy staff, training for FTO, rotation of recruit field assignment, guidelines for evaluation, reporting responsibilities of FTO 10

33.5.1 Written directive that requires all sworn personnel to complete an annual retraining program, including legal updates 10

33.1.1 Training committee: composition of the committee, process for selecting/replacing committee members, relationship of the training function of the committee, responsibility of the committee, designation of the person or position to whom the committee reports 13